MARAC

MID-ATLANTIC REGIONAL ARCHIVES CONFERENCE

Fall 2004 Meeting

SEPTEMBER 30–OCTOBER 2

Omni William Penn Hotel
Pittsburgh, Pennsylvania

The Golden Triangle:

History, Archives, and Records Management

Welcome!

The Local Arrangements and Program committees invite you to join us in Pittsburgh, Pennsylvania, for the Fall 2004 MARAC meeting as we explore "The Golden Triangle: History, Archives, and Records Management."

This confluence of disciplines will occur from September 30 through October 2, 2004, at the historic Omni William Penn Hotel in downtown Pittsburgh, a vibrant, modern city with a colorful and eventful past.

Tours have been arranged to provide you with glimpses of the diverse attractions Pittsburgh has to offer. Visit an underground archival storage facility beneath the Western Pennsylvania hills. Our "Holy Pittsburgh" tour will take you to two of the city's most famous churches: St. Anthony's Chapel, with over 800 reliquaries, and the Maxo Vanka murals of St. Nicholas Croatian Catholic Church. You can tour the ethnically diverse Nationality Rooms and French Gothic-style Heinz Chapel on the campus of the University of Pittsburgh. Perhaps a behind-the-scenes tour of the Andy Warhol Museum, with its famed Time Capsules, will pique your interest? We will also offer a walking tour of the Allegheny and Homewood cemeteries, and pay a visit to Clayton, Henry Clay Frick's restored mansion. Of course, Pittsburgh offers a wealth of sites and activities beyond our programmed tours. See the On Your Own Activities section of this program for a glimpse of what is available.

To celebrate our theme, "The Golden Triangle: History, Archives, and Records Management," the program will feature sessions focusing on advances in archival preservation, tracking the lifecycle of records, African American photographers, the musical roots of Pennsylvania, and special issues regarding collections of ethnic history materials. Additional sessions will address identification and preservation of early nineteenth century photographs, the rewards and pitfalls of collaboration, distance learning and archival education, the records of philanthropy, records management in a digital environment, and how religious archivists face mergers, acquisitions and scandals.

The plenary speaker, J. Wesley Cowan, describes himself as a passionate explorer of "the grand panoply of American history." Regularly seen on *Antiques Roadshow* and *History Detectives*, Cowan will address how recent television shows, such as *CSI* and a number of PBS documentaries, have increased the public's awareness of the importance of maintaining the historical record and thus can be used to promote archives. Rick Sebak, our luncheon speaker, produces engaging nationally distributed documentaries on local topics for WQED-TV. Much of the visual appeal of his work is due to heavy use of archival materials. He is sure to entertain us with tales of his research adventures.

Conference attendees will gather at the beautifully restored Omni William Penn Hotel, built in 1916 by industrialist Henry Clay Frick to attract the elite to downtown Pittsburgh. Soldiers & Sailors Memorial Hall, located in the middle of the University of Pittsburgh campus in Oakland, will be the site of our Friday evening reception. Built in 1910 to honor the memory of the soldiers, sailors and marines from Allegheny County who served in the Union Army and Navy during the Civil War, its auditorium, banquet hall, library and archives serve as an historical center and museum. Do not be surprised to find "Civil War families" encamped on the grounds of this elegant building when you arrive, or mingling with us in the Hall. Our gathering coincides with Civil War Living History Days. Special entertainment for the evening will include period music by *Homefront*, a group of musicians from among the re-enactors.

We hope you are intrigued and will join us as MARAC celebrates "The Golden Triangle: History, Archives, and Records Management."

Ed Galloway
Marianne Kasica
Debora Rougeux
Local Arrangements Committee Co-Chairs

Susan Hamburger
Valerie A. Metzler

Program Committee Co-Chairs

Please bring a copy of this program with you, as it is the only one that you will receive!

Program Committee

Co-Chairs

Susan Hamburger, *The Pennsylvania State University*
Valerie A. Metzler, *Valerie Metzler Archivist/Historian*

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Susan Malbin, *Institute of Museum and Library Services*
Jennifer Meehan, *Virginia Tech University*
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Janis L. Wiggins, *National Archives and Records Administration*

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Debora Rougeux, *University of Pittsburgh*

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Grant Gerlich, *West Overton Museums*
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Kathleen Washy, *Mercy Hospital Archives*
Lynne Wohleber, *Episcopal Diocese of Pittsburgh*

Printed Program Editors

Scott DeHaven, *CIGNA*
Cheryl L. Stadel-Bevans, *National Archives and Records Administration*

For online program information, visit
http://www.marac.info/fall2004.htm

SCHEDULE-AT-A-GLANCE

WEDNESDAY, September 29

3:00 pm – 8:00 pm . . . . . *Registration*

THURSDAY, September 30

8:00 am – 7:00 pm . . . . . *Registration*
9:00 am – 4:00 pm . . . . . ***W1** – Archival Processing*
9:00 am – 4:00 pm . . . . . ***W2** – A Copyright Primer*
9:00 am – 4:00 pm . . . . . ***W3** – EAD at the Front End*
10:45 am – 11:00 am . . . . . *Workshop Break*
11:00 am – 5:00 pm . . . . . ***T1** – Iron Mountain*
1:00 pm – 4:00 pm . . . . . ***T2** – Holy Pittsburgh*
1:00 pm – 4:00 pm . . . . . ***T3** – Nationality Rooms and Heinz Chapel*
2:00 pm – 5:00 pm . . . . . ***T4** – Andy Warhol Museum*
1:00 pm – 5:00 pm . . . . . *Committee Meetings*
2:15 pm – 2:30 pm . . . . . *Workshop Break*
7:00 pm – 10:00 pm . . . . . *Steering Committee Meeting*

FRIDAY, October 1

7:00 am – 6:30 pm . . . . . *Registration*
7:45 am – 8:15 am . . . . . *New Members Orientation*
8:00 am – 5:00 pm . . . . . *Exhibitors*
8:00 am – 8:45 am . . . . . *Continental Breakfast*
8:15 am – 9:15 am . . . . . *State Caucus Meetings*
9:30 am – 10:30 am . . . . . *Plenary*
10:30 am – 10:45 am . . . . . *Break*
10:45 am – 12:15 pm . . . . . ***S1–S4** – Concurrent Sessions*
12:30 pm – 2:00 pm . . . . . *Luncheon*
2:15 pm – 3:45 pm . . . . . ***S5–S8** – Concurrent Sessions*
3:45 pm – 4:00 pm . . . . . *Break*
4:00 pm – 5:30 pm . . . . . ***S9–S12** – Concurrent Sessions*
6:30 pm – 8:30 pm . . . . . *Reception*

SATURDAY, October 2

7:30 am – noon . . . . . *Registration*
8:00 am – 9:30 am . . . . . *Breakfast and Business Meeting*
9:45 am – 11:15 am . . . . . ***S13–S16** – Concurrent Sessions*
11:15 am – 11:30 am . . . . . *Break*
11:30 am – 1:00 pm . . . . . ***S17–S19** – Concurrent Sessions*
1:00 pm – 4:00 pm . . . . . ***T5** – Cemeteries*
1:00 pm – 4:00 pm . . . . . ***T6** – Clayton Mansion*

Conference Overview and Special Events

THURSDAY, SEPTEMBER 30

8:00 am – 7:00 pm ..... Registration
1st floor, Oakmont Foyer

9:00 am – 4:00 pm ..... Workshops
See page 9

11:00 am – 5:00 pm ..... Tours
See pages 5–6

1:00 pm – 5:00 pm ..... Committee Meetings

All committee chairs should contact their members before the meeting to provide meeting times and prepare agendas. A listing here does not necessarily mean that the committee will meet.

Arline Custer Award Committee
Development Committee
Education Committee
Finance Committee
Finding Aids Committee
Meetings Coordinating Committee
Membership Development Committee
Nominating Committee
Outreach Committee
Publications Committee
Program and Local Arrangements Committees for Spring 2005
Program and Local Arrangements Committees for Fall 2005

7:00 pm – 10:00 pm ..... Steering Committee Meeting
17th floor, Allegheny Room

FRIDAY, OCTOBER 1

7:00 am – 6:30 pm ..... Registration
1st floor, Oakmont Foyer

7:45 am – 8:15 am ..... New Members Orientation

8:00 am – 5:00 pm ..... Exhibitors
Mezzanine, Paneled and Oval Rooms

8:00 am – 8:45 am ..... Continental Breakfast
Mezzanine, Paneled and Oval Rooms

MARAC wishes to thank Preservation Technologies, L.P., for their support of the continental breakfast and breaks.

8:15 am – 9:15 am .....State Caucus Meetings

9:30 am – 10:30 am .....Plenary
17th floor, Urban Room

The Adventures of a Real-Life History Detective

Through popular television shows such as *History Detectives* and *CSI,* the public is learning more about the importance of archival institutions and the role they play in maintaining historical records. J. Wesley Cowan, owner of Cowan's Auctions in Cincinnati and star of PBS television shows *Antiques Roadshow* and *History Detectives,* will offer his unique perspective on the evolving role of archival institutions, and share some of his interesting adventures.

MARAC wishes to thank the Carnegie Mellon University Libraries for their support of the plenary.

10:45 am – 12:15 pm .....**S1–S4** – Concurrent Sessions
See pages 10–11

12:30 pm – 2:00 pm .....Luncheon
William Penn Level, William Penn Ballroom

How I Do What I Do

Rick Sebak, a producer for WQED-TV, has produced nationally televised documentaries on PBS over the years, including *An Ice Cream Show, Things That Aren't There Anymore, A Hot Dog Program,* and an acclaimed Pittsburgh history series. His slightly wacky documentaries celebrate various aspects of modern American life, and the unexpected charms of Pittsburgh. Rick will show clips from his films and explore how archivists are crucial to the overall success of his work.

2:15 pm – 3:45 pm .....**S5–S8** – Concurrent Sessions
See pages 11–12

4:00 pm – 5:30 pm .....**S9–S12** – Concurrent Sessions
See pages 12–13

6:30 pm – 8:30 pm .....Reception
http://www.soldiersandsailorshall.org

Soldiers & Sailors National Military Museum & Memorial

Join us for a wonderful evening reception at the magnificent Soldiers & Sailors National Military Museum & Memorial in the Oakland cultural district of Pittsburgh. Initiated by the Grand Army of the Republic in 1906, the Hall was originally built to recognize the sacrifice, valor, and patriotism of the Civil War Veterans of Allegheny County. This grand edifice, styled after the

ancient mausoleum of Halicarnassus, one of the Seven Wonders of the Ancient World, today honors the men and women of Pennsylvania who served the United States in its military endeavors throughout our history. Since its dedication on October 11, 1910, the Greco-Roman style building has received several important awards, including "Landmark" status by the Pittsburgh History and Landmarks Foundation (1967), National Register of Historic Places (1974), City Historical Structure (1991), and "Commemorative Community" by the Department of Defense (1993). The Hall was home to the famous scene of Hannibal Lector's cage imprisonment during filming of *Silence of the Lambs*. During the reception, we will be joined by "Living History" weekend Civil War re-enactors and enjoy live period music. Exhibits and the gift shop on the first floor will be open for us to explore.

The first shuttle will depart from the hotel at 6:00 pm for the three mile trip. The last shuttle from the reception is at 8:30 pm. Parking is available at Soldiers & Sailors for a small fee. Please ask for driving directions at the registration desk.

MARAC wishes to thank Iron Mountain for their support of the reception.

SATURDAY, OCTOBER 2

7:30 am – noon ..... Registration
1st floor, Oakmont Foyer

8:00 am – 9:30 am ..... Breakfast and Business Meeting
William Penn Level, William Penn Ballroom

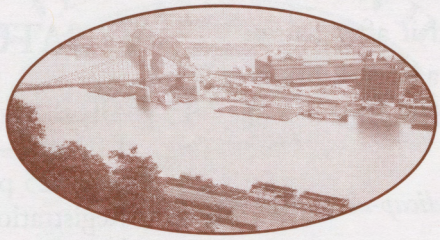
MARAC wishes to thank the University Library System of the University of Pittsburgh, the Archives and Preservation Program of the School of Information Sciences, University of Pittsburgh, and the Archival, Museum, and Editing Studies Program of Duquesne University for their support of the breakfast.

9:45 am – 11:15 am ..... **S13–S16** – Concurrent Sessions
See pages 13–14

11:30 am – 1:00 pm ..... **S17–S19** – Concurrent Sessions
See page 15

1:00 pm – 4:00 pm ..... Tours
See page 6

When you pack your bags, don't forget to include this copy of the program!



Registration and pre-payment are required. All tours will depart from the hotel lobby promptly at the time specified. Please be on time.

THURSDAY, SEPTEMBER 30

T1 Iron Mountain
11:00 am – 5:00 pm
Fee: $10 per person
Registration limit: 50 people
http://www.ironmountain.com

Join us for a tour of the Iron Mountain National Underground Storage (IM/NUS) facility. Located 200 feet underground, this is Iron Mountain's premiere vital records repository offering environmental protection for records in the form of film, magnetic media, and paper. Tentative tour stops include the vaults of Corbis, BMG Music, and the National Archives and Records Administration. *Comfortable shoes are recommended, and you may want a light jacket. The facility is handicap-accessible.*

Two forms of identification (ID), including one photo ID, are required of all visitors. Iron Mountain will check IDs during the one-and-a-half hour bus ride to the facility. Your identification must meet the above mentioned requirements to enter the facility. A box lunch will be provided on the outbound trip which is scheduled to arrive around 12:30 pm.

T2 Holy Pittsburgh: St. Anthony's Chapel and St. Nicholas Croatian Catholic Church
1:00 pm – 4:00 pm
Fee: $20 per person
Registration limit: 27 people
http://www.ichrusa.com/saintsalive/anthony.htm

Founded in 1883, St. Anthony's Chapel in the Troy Hill neighborhood of Pittsburgh has the unexpected distinction of housing the largest collection of Catholic reliquaries in the world outside of the Vatican. Over 800 reliquaries with 525 certificates of authentication will be on view during this guided tour.

St. Nicholas Croatian Catholic Church in Millvale contains over twenty striking and unusual murals by Maxo Vanka, a Croatian artist who fled to the United States in the mid-1930s. One mural juxtaposes Jesus' mother weeping at the crucifixion, a Croatian mother weeping as she raises her sons for war, and an immigrant mother weeping as she raises her sons for industry. Other murals mix images of Christ with twentieth century soldiers, and show a greedy capitalist ignoring a beggar at his feet. *This tour requires some walking but is handicap-accessible.*

T3 Nationality Rooms and Heinz Chapel, University of Pittsburgh
1:00 pm – 4:00 pm
Fee: $20 per person
Registration limit: 27 people
http://www.umc.pitt.edu/tour

When the University of Pittsburgh's Chancellor, John G. Bowman, had the 42-story Cathedral of Learning built in the 1920s and 1930s, he invited the ethnic groups of Pittsburgh to participate in a novel way: by sponsoring and building classrooms, in authentic styles and materials, that represented their cultures at the highest level of achievement prior to 1787, the date of the University's founding. As word spread, some governments provided architects, artists, and materials to make certain their rooms were of the highest quality and authentic to their traditions. This guided tour will visit a majority of the Nationality Rooms, including the Hungarian, Irish, Greek, African, Polish, Romanian, French, and German classrooms.

Heinz Chapel, dedicated in 1938, was a gift from Henry John Heinz, founder of the Heinz Food Company, and his children to the University of Pittsburgh. Architect Charles Z. Klauder of Philadelphia designed the chapel

in the French Gothic style and modeled it after Sainte Chapelle in Paris. A docent will conduct a brief, outdoor tour of the chapel, discussing the design and history of this unique building.

This tour requires some walking but is handicap-accessible.

T4 Andy Warhol Museum
2:00 pm – 5:00 pm
Fee: $22 per person
Registration limit: 27 people
http://www.warhol.org

MARAC will enjoy a behind-the-scenes tour of a soon-to-open exhibit of Andy Warhol's Time Capsules. Time Capsules are the 600-odd cardboard boxes into which the artist collected many objects he owned from the mid-1960s until his death in 1987. Contents of the Time Capsules range from cheap souvenirs to valuable objects, all collected by Warhol, the majority of which have never been displayed.

The Time Capsules exhibit raises interesting questions about the boundaries between archive and artifact, intentional art and artificial designations. Archivists from the Warhol Museum will lead MARAC members behind the exhibit scenes and answer questions.

This tour requires standing and is handicap-accessible.

SATURDAY, OCTOBER 2

T5 Allegheny and Homewood Cemeteries
1:00 pm – 4:00 pm
Fee: $25 per person
Registration limit: 27 people
http://www.alleghenycemetery.com
http://homewoodcemetery.org/index.html

In the nineteenth century there was nationwide interest in the design of public burial grounds. Pittsburgh was a city that jumped on the bandwagon, and the result was two very different cemeteries. Allegheny Cemetery was designed and managed in the earlier Rural style, emphasizing evocative monuments and English style landscapes. Homewood is based on the later Lawn Park style of cemetery that favored architecture over sculpture and a manipulated landscape over the faux English gardens of earlier Rural cemeteries. Join two MARAC members for a tour of both cemeteries.

There is some walking outside across the cemetery lawns and the sites are not handicap-accessible.

T6 Clayton and the Frick Art and Historical Center
1:00 pm – 4:00 pm
Fee: $30 per person
Registration limit: 27 people
http://frickart.org/home

Clayton is the restored home of Pittsburgh industrialist, millionaire, and art collector extraordinaire, Henry Clay Frick, and is the only mansion left intact from Pittsburgh's Gilded Age. This one-hour guided tour will visit the first two stories of Clayton, examining the family life of the Fricks, including the life and duties of the Frick children and the live-in staff that kept Clayton running. With over 90% of the original family items on display and original structural and decorative details intact, Clayton may be the most accurately restored house museum of America's industrial elite.

Time will be available after the tour to enjoy self-guided tours of the grounds, the Frick's private greenhouse, The Car and Carriage Museum, The Frick Fine Art Museum, and the gift shop.

There is some walking. The first floor of the mansion is handicap-accessible.

On Your Own

The following sites and activities are available to you on an on-your-own basis. See the descriptions for dates, times, fees, and other information.

Pittsburgh History and Landmarks
Wednesday, September 29
Noon – 1:00 pm (depart from hotel lobby)
Fee: $3 per person payable onsite (exact change only)

If you are staying at the William Penn you are in the heart of Downtown Pittsburgh and within walking distance of some amazing architecture. Join docents from Pittsburgh History and Landmarks Foundation for a Fifth & Forbes walking tour. The tour will feature everything from modern steel office buildings and Victorian department stores, to the shops of Market Square. Each person will receive a walking tour brochure to take away.

MARAC Golf Tournament
Thursday, September 30
8:00 am – 1:00 pm
Grand View Golf Club
http://www.pittsburghgolf.com

Get into the swing of things in Pittsburgh by joining us for a round of golf at Grand View Golf Club. Contact Ed Galloway if you would like to play: edwardg@pitt.edu or 412-244-7524.

Senator John Heinz Pittsburgh Regional History Center
Thursday, September 30 – Saturday, October 2
10:00 am – 5:00 pm (daily)
1212 Smallman Street
Fee: $3 per person with MARAC badge
http://www.pghhistory.org/

The Center includes five floors of permanent and temporary exhibits, and houses library and archive collections that tell the stories of Western Pennsylvania. Show your MARAC badge and receive the special meeting discount. The Center is within walking distance of the hotel.

Pittsburgh After Hours
Friday, October 1
8:30 pm – midnight (starts at Soldiers & Sailors Memorial Hall after the reception)
Fee: Transportation and refreshments

MARAC members who wish to continue socializing after the reception will have a chance to explore some of Pittsburgh's more eclectic offerings via local transportation services. An announcement will be made at the plenary session about where to meet the Pittsburgh Hosts and Hostesses who will be on hand to escort you to the following places and events:

- A private tour of Blue Ruin, Pittsburgh's only erotic art gallery, by owners Tamara Moore and Amy Woodall.
- Late dinner at the Bloomfield Bridge Tavern, the only Polish Restaurant in Pittsburgh's Little Italy! We suggest the Polish Platter.
- Cocktails at Kelly's Lounge, a recently restored, Sinatra-worthy bar with a full list of beers and vintage cocktails.

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MARAC *wishes to thank the following for their support of our Fall Meeting:*

Iron Mountain

Preservation Technologies, L.P.

University Library System, University of Pittsburgh

Archives and Preservation Program, School of Information Sciences, University of Pittsburgh

Carnegie Mellon University Libraries

Archives, Museums, and Editing Studies Program, Duquesne University

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EDUCATION FOR CAREERS IN ARCHIVES, RECORDS, AND PRESERVATION MANAGEMENT

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Please contact Professor Richard J. Cox, rcox@mail.sis.pitt.edu or 412-624-3245 for Archival Studies or Assistant Professor Karen F. Gracy, kgracy@mail.sis.pitt.edu or 412-624-7679 for Preservation Management.

Workshops

THURSDAY, SEPTEMBER 30

W1 Introduction to Archival Processing
Full Day: 9:00 am – 4:00 pm
Fee: $85
Registration limit: 20 people

Instructor: Martin Levitt, *Librarian, American Philosophical Society, and Professor of History, Temple University*

Introduction to Archival Processing will consider some of the steps archivists take to prepare an unprocessed archival collection for public use. The workshop will briefly address gaining preliminary intellectual control over new accessions, and will introduce the concepts of appraisal, arrangement, and description. Basic conservation techniques that can be applied by archivists during the processing of records will also be examined. The format of the workshop is interactive, with participants encouraged to learn through the discussion of case studies and exercises that reflect real-life situations. This workshop is suitable for those with little or no processing experience.

W2 A Copyright Primer for Archivists
Full Day: 9:00 am – 4:00 pm
Fee: $85
Registration limit: 20 people

Instructor: Joseph M. Ciccone, *J.D., C.A., Archival Consultant*

Although few archivists need to be legal scholars, all archivists should have a solid understanding of copyright law. Archivists have an obligation under the SAA's Code of Ethics to "be aware of the provisions of the copyright act and … inform potential donors of any provision pertinent to the anticipated gift." Knowledge of copyright law can also help archivists avoid placing both their institutions and themselves in legal jeopardy. In this workshop, participants will learn about the history of copyright law in the United States and review key cases and statutes—including the Digital Millennium Copyright Act—which comprise current copyright law. Through this process, participants will develop a basic understanding of current copyright law and how it pertains to the archival profession.

W3 EAD at the Front End: Project Planning
Full Day: 9:00 am – 4:00 pm
Fee: $65
Registration limit: 15 people

Instructor: Kate Colligan, *Archivist, Archives Service Center, University of Pittsburgh*

This is an introductory-level workshop for those contemplating beginning an Encoded Archival Description program. Participants will become familiar with the basics of EAD as well as the technical and administrative issues involved in starting an EAD project. The workshop will address evaluating an archival organization's needs, setting goals and guidelines for the restructuring of finding aids for EAD, and will examine EAD projects at a variety of institutions. No prior knowledge of EAD is necessary to attend this workshop. Attendees are encouraged to bring both a paper and electronic copy (Microsoft Word) of a finding aid from their institution.

This workshop will be held at the University of Pittsburgh's Library Resource Facility, 7500 Thomas Boulevard. A box lunch is provided. Parking is free of charge and taxis are available at the hotel. For directions see: **http://www.library.pitt.edu/libraries/library-resource/lib_rsrc.html**

FRIDAY, OCTOBER 1

10:45 am–12:15 pm

S1 Musical Roots of Pennsylvania

Pennsylvania has shared its musical heritage with the rest of the country and the world. Our speakers will talk about the contributions to American music of a diverse group of Pennsylvania musicians: Stephen Foster, America's first professional songwriter; Fred Waring, choral conductor and showman; and the Dixie Hummingbirds, a gospel vocal group who influenced many styles of American popular music.

Chair:
Thomas Connors, *Library of American Broadcasting*

Speakers:
Deane L. Root, *Center for American Music, University of Pittsburgh*
Peter T. Kiefer, *The Pennsylvania State University*
Jerry Zolten, *Penn State Altoona*

S2 Discovering the Lives of African American Photographers: Three Case Studies

Appreciation for the work of historical African American photographers is growing. However, little is known about the lives of these photographers. How does one learn about their lives? Equally important, how does one discover how they learned their craft and performed their work in a segregated America? Join our panel as they share the joys and frustrations of researching Pittsburgh's Charles "Teenie" Harris and Charles Moss, and Addison Scurlock of Washington, DC.

Chair:
Lucious Edwards, Jr., *Virginia State University*

Speakers:
Donna Wells, *Moorland-Spingarn Research Center, Howard University*
Louise Lippincott, *Carnegie Museum of Art*
Ruth Hodge, *Pennsylvania State Archives (retired)*

S3 Nature of Collaborations: Rewards and Pitfalls

What are the advantages and disadvantages of economies of scale? How do you make partnerships work? Come hear our panelists discuss the rewards and pitfalls of collaborations in which they were involved. Learn about the benefits available to both large and small institutions.

Chair:
Martha Crawley, *Institute of Museum and Library Services*

Speakers:
Linda Langschied, *New Jersey Digital Highway Project*
Jill Ann Hurst, *Rochester Regional Library Council*
Julieanna L. Richardson, *HistoryMakers Resources Center*

S4 Tracking the Lifecycle of Records: Modern Initiatives

This session will discuss current techniques for tracking records from creation to ultimate disposition. Modernization of databases and administrative methods will be covered. Speakers, from the state and national government and the corporate sector, will address the use of these approaches in their particular situations.

Chair:
Cindy Bendroth, *Pennsylvania State Archives*

Speakers:
Kate Theimer, *Lifecycle Coordination Staff, National Archives and Records Administration*
Kathy Smith, *Records Administration and Image Services Division, Pennsylvania Historical and Museum Commission*
Christian Savine, *Records Management, NOVA Chemicals*

FRIDAY, OCTOBER 1

2:15 pm–3:45 pm

S5 Digital Files: At What Point Preservation?

Digital files are entering the domain of the archivist at an increasing rate. What is an archivist to do when faced with the preservation of such material? Join our panel as they speak to issues surrounding born digital and reformatted materials. Learn about the Library of Congress's effort, and its progress to advance preservation of cultural heritage material in digital form.

Chair:
Rebecca Fitzgerald, *Mount St. Mary's College and Seminary*

Speakers:
Emily Holmes, *Columbia University*
Dan Noonan, *Division of Archives and Records Management, State of New Jersey*
Jennifer Marill, *Library of Congress*

S6 African American History: Sources

Join our speakers as they discuss how a researcher can do a prodigious amount of work by using sources at selected city libraries and through a website maintained by the Library of Congress. An audio-visual presentation will demonstrate how archival documents found at the National Archives and elsewhere add greater depth to any study of African Americans.

Chair:
Ramona B. Oliver, *National Archives and Records Administration*

Speakers:
John Vernon, *National Archives and Records Administration*
Rod Ross, *National Archives and Records Administration*

S7 Everyone is a Records Manager in the Electronic Office

Although the truly paperless office has never become a reality, many workplaces have become increasingly automated over the past quarter of a century. Dramatic changes in the ways records are created, stored, and managed have occurred as a result, and not all of these changes are positive in terms of archives and records management. Drawing on their experience with recordkeeping in local, state, and federal government and their years as trainers, the two speakers will discuss how to plan for and implement a change from a paper-based to an automated recordkeeping system, the benefits and drawbacks of managing records in automated systems, the training needed for records professionals and office staff dealing with electronic recordkeeping systems, and the ultimate archival issues related to modern automated office systems.

Chair:
Ellen Morfei, *Archives and Records Management, ACE INA Insurance*

Speakers:
Geof Huth, *New York State Archives*
Andy Potter, *Northeast Region, National Archives and Records Administration*

S8 Money for Processing

The lack of money for processing archival and manuscript collections makes finding money a very real necessity. Often archivists need to look beyond their own institutions to outside sources, such as donors and granting agencies, for money to support the fundamental activities of preservation, arrangement, and description. The speakers in this session will discuss issues related to seeking funds from different outside sources, and will share their experiences in obtaining money for processing.

Chair:
Lisha Penn, *National Archives and Records Administration*

Speakers:
Rachel Onuf, *Historical Society of Pennsylvania*
Chuck Howell, *Library of American Broadcasting*
Michael Nash, *Tamiment Library and Robert F. Wagner Labor Archives at New York University*

FRIDAY, OCTOBER 1

4:00 pm–5:30 pm

S9 Identification and Preservation of Nineteenth Century Photography

Join our expert presenters as they discuss, using historical examples, how to identify nineteenth century photographs typically encountered in archival collections. Identification of formats and dates will be covered along with preservation suggestions. This session will provide an excellent overview for archivists processing photo collections for the first time or for those in need of a refresher.

Chair:
James Gerencser, *Dickinson College*

Speakers:
Mark Johnson, *Daguerreian Society*
Thomas M. Weprich, *Daguerreian Society*

S10 Sensitive and Private Information: HIPAA

Part of the Health Insurance Portability and Accountability Act (HIPAA) is a patient privacy rule that applies to records containing health information about individuals living and dead. This rule raises serious issues for archivists who work in medical archives and health sciences libraries, as well as for archivists who administer patient records as part of their collections. The speakers in this session will discuss the impact of HIPAA on the archival profession, and will share their experiences in confronting and dealing with the issues raised by the patient privacy rule.

Chair:
Jodi Koste, *Medical College of Virginia, Virginia Commonwealth University*

Speakers:
John Rees, *National Library of Medicine*
Jim Gehrlich, *New York Weill Cornell Medical Center Archives*

S11 Mergers, Acquisitions, and Scandals: Religious Archivists Today

Religious archivists work in unique cultural environments, but they share much in common with their colleagues throughout the profession. This session features three archivists from Roman Catholic institutions who have confronted complex administrative challenges in recent years, and whose experiences offer valuable insights to the broader record keeping community. Join our speakers as they explore such topics as the difficulty of merging archival programs from different institutions, developing common governance policies and procedures, coordinating planning efforts and establishing priorities, creatively promoting the use of archival resources, addressing concerns over the role of lay leadership in records management activities, and managing controversial materials that document clergy sexual abuse scandals.

Chair:
Peter J. Wosh, *New York University*

Speakers:
Alan Delozier, *Seton Hall University and Archdiocese of Newark*
Tricia T. Pyne, *Associated Archives at St. Mary's Seminary and University*
Amy Surak, *Manhattan College Archives and De La Salle Christian Brothers Archives of the New York and Long Island-New England Districts*

S12 Union Catalogs of Digital Collections

What are union catalogs of digital collections? Why are they created? Who is using them, and how? These questions and others like them will be answered during this thought provoking session. Here is your chance to learn more about these successful digital programs, their sponsoring organizations, and current users.

Chair:
Nancy Shader, *Princeton University*

Speakers:
Ronald D. Patkus, *Vassar College*
Tony Chirakos, *OCLC*
Kate Caiazza, *Research Libraries Group*

SATURDAY, OCTOBER 2

9:45 am–11:15 am

S13 Special Issues in Collecting Ethnic History Materials

Few staff, a lack of financial resources, and a dearth of appropriate storage space are among the problems that fall heavily on institutions collecting ethnic history materials. Additionally, efforts to repatriate human remains and sacred objects are of particular concern to some. Join our speakers as they discuss these and other issues from Black and Native American perspectives.

Chair:
Derek Gray, *Library of Virginia*

Speakers:
Karenne Wood, *Association on American Indian Affairs*
Janet Sims-Wood, *Moorland Spingarn Research Center, Howard University*

S14 Archival Education: Distance Education and Cooperative Learning

Where can one find archival education courses with reasonable prices? Two different kinds of archival education will be the focus of this panel: continuing education through an online or distance learning course, and a consortium approach through a regional alliance of colleges and universities. Join two educators and a student for this informative discussion.

Chair:
Karen Gracy, *School of Library & Information Science, University of Pittsburgh*

Speakers:
Charles Arp, *American Association for State and Local History Online Continuing Education Project*
Elizabeth Dow, *Louisiana State University*
Abigail Dixon, *Louisiana State University*

S15 Robber Barons to the Rescue! The Era of Philanthropy and Its Records

Due in part to Pittsburgh's nineteenth century industrialists—better known collectively as "Robber Barons"—the city has one of the highest per capita rates of grant monies in the nation. Records created in the administration of these monies are rich with evidence of the expectations and obligations of those giving and receiving the largesse that established many of our area's cultural heritage organizations. Gilded Age philanthropists, individuals who carried out the work paid for by them, people supposedly "improved" by the philanthropy, the mission and meaning of the resultant cultural institutions, and the value systems of the time can all be researched within the records of Pittsburgh's philanthropic past.

Chair and Speaker:
Jim Lutton, *Foundation Center, Carnegie Library of Pittsburgh*

Speakers:
Jennie Benford, *Carnegie Mellon University*
Bernadette G. Callery, *Carnegie Museum of Natural History*

S16 Access and Control of Photographs in the Digital Era

This session will present case studies of photograph digitization projects. The speakers will examine a number of components that archivists need to consider when planning a digitization project, and effectively reaping its benefits: selection of images, accounting for the needs of the potential audience, allocation of staff resources, assessment of the costs, choosing equipment and software, arrangement and description of photographs, and post-digitization services, control, and rights issues. The benefits of these projects, which include improved access, marketing, preservation, and new photographic reproduction systems, will be discussed.

Chair:
Gary Saretzky, *Monmouth County Archives*

Speakers:
Elizabeth Shepard, *New York Weill Cornell Medical Center Archives*
Miriam Meislik, *Archives of Industrial Society, University of Pittsburgh*
Evan Towle, *Urban Archives, Temple University*

SATURDAY, OCTOBER 2

11:30 am–1:00 pm

S17 Advances in Preservation

Beyond removing staples and encapsulating fragile documents, preservation techniques continue to evolve. Join our speakers as they address the most recent advances in preservation including mass deacidification of archives, the mechanical paper splitting process used to strengthen brittle paper, and the application of absorbent polymer in treating water-damaged papers.

Chair:
Jean Ann Croft, *University of Pittsburgh*

Speakers:
L. Suzanne Kellerman, *The Pennsylvania State University*
Diane Kurtz, *The Pennsylvania State University*
Elmer Eusman, *Conservation Division, Library of Congress*
Bill Minter, *William Minter Bookbinding & Conservation, Inc.*

S18 Genealogists and Archivists

This session will include a review of archival and library literature that describes the history of the relationship between archivists and genealogists, and will give some examples of how genealogical research is used in a variety of ways in various repositories, including state archives, historical societies, and public libraries. Our panelists will speak about unique records, research approaches, the growing use of adoption and other court records, and the use of medical records to research family medical history.

Chair:
Michael McCormick, *Maryland State Archives*

Speakers:
Gail Redmann, *Historical Society of Washington, D.C.*
Mary Mannix, *Frederick County Public Library*
Joseph Klett, *New Jersey State Archives*

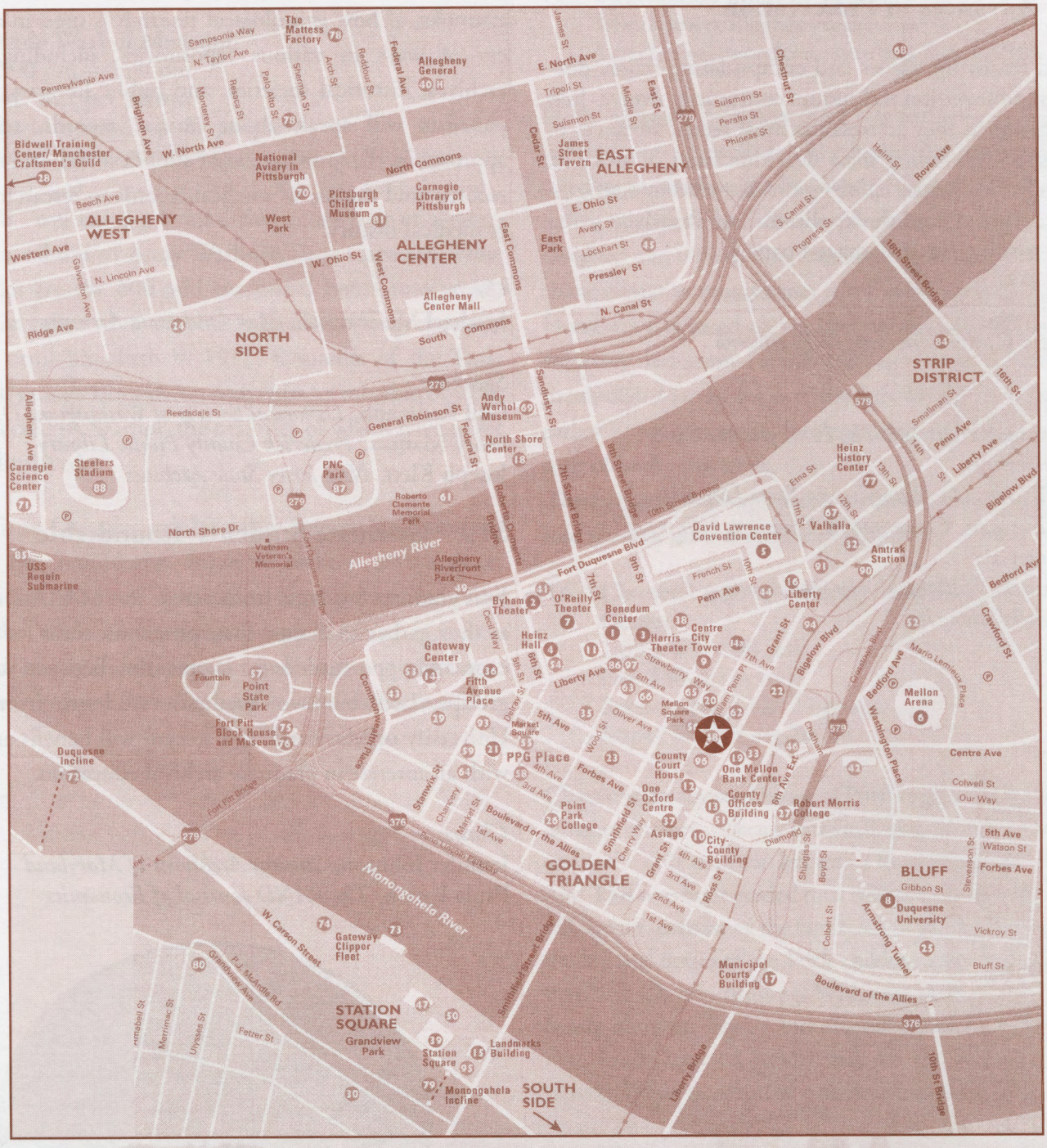
S19 Graduate Students' Roundtable

Join graduate students from across the MARAC region as they gather to discuss their programs, ideas for advocacy, and opportunities for cooperation between student groups. Led by two graduate students from the University of Maryland, this session will benefit anyone with an interest in graduate archival education.

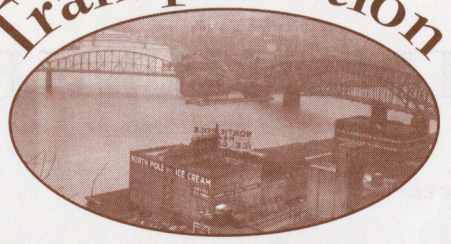
Chairs:
Jennifer Johnson, *Student Archivists of Maryland*
Paula Larich, *The RAND Journal of Economics*

GETTING TO THE OMNI WILLIAM PENN HOTEL

530 William Penn Place, Pittsburgh, Pennsylvania 15219, 412-281-7100 or 1-800-843-6664



Transportation



BY AIR

Pittsburgh International Airport (PIT) serves the metropolitan area, and is about seventeen miles from the meeting hotel. See: **http://www.pitairport.com** for information about airlines and flights, airport maps, and ground transportation to and from downtown.

FROM PITTSBURGH INTERNATIONAL AIRPORT

Taxis to the hotel will cost about $45. The hotel also has an hourly airport shuttle ($15 each way). To make reservations, call the Omni William Penn at 412-281-7100 or 1-800-843-6664.

The Port Authority of Allegheny County operates bus route 28-X, and for $2.25 (exact change) you can ride to Liberty and Wood Streets, two blocks from the hotel. Route 28-X runs every twenty minutes, from 5:41 am to 12:06 am daily. See: **http://www.ridegold.com.**

Drivers leaving the airport should follow the signs for I-279 North to Pittsburgh (Fort Pitt Bridge and Tunnel). Go through the tunnel, then take the Liberty Avenue exit. Turn right onto Sixth Avenue and follow for three blocks, then turn right onto William Penn Place.The hotel is on your left.

INTER-CITY BUS OR TRAIN

Both train and bus stations are within 3 blocks of the hotel. The Amtrak station is at 1100 Liberty Avenue. Amtrak: 1-800-872-7245 or **http://www.amtrak.com**. The Greyhound bus terminal is at the corner of Liberty Avenue and Grant Street. Greyhound: 1-800-231-2222 or **http://www.greyhound.com**.

BY AUTO

(Parking is available at and near the hotel. See Hotel Registration for details.)

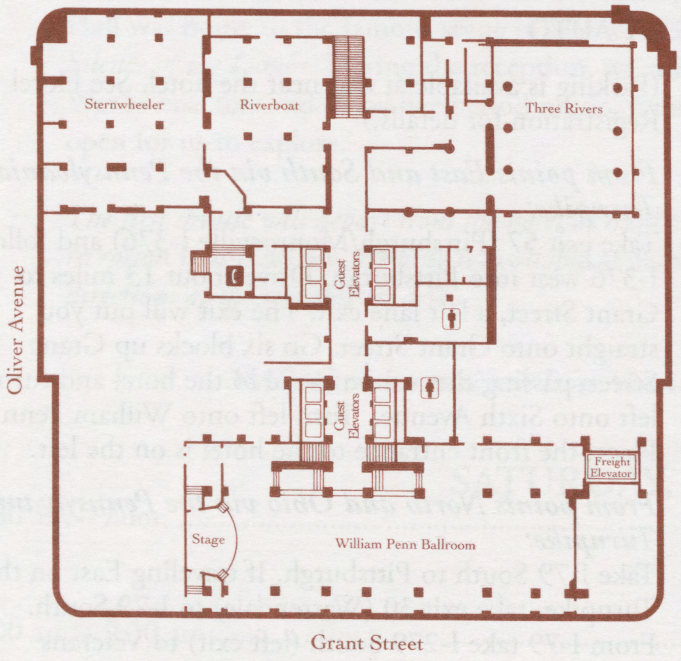
From points East and South via the Pennsylvania Turnpike:
Take exit 57 (Pittsburgh/Monroeville I-376) and follow I-376 west into Pittsburgh. Drive about 13 miles to Grant Street, a left lane exit. The exit will put you straight onto Grant Street. Go six blocks up Grant Street, passing the rear entrance to the hotel and turn left onto Sixth Avenue. Turn left onto William Penn Place, the front entrance to the hotel is on the left.

From points North and Ohio via the Pennsylvania Turnpike:
Take I-79 South to Pittsburgh. If traveling East on the Turnpike, take exit 30 (Warrendale) to I-79 South. From I-79 take I-279 South (left exit) to Veterans Bridge (I-579) crossing over the Allegheny River into downtown. Take the Sixth Avenue exit; turn right onto Sixth Avenue and cross Grant Street. Hotel is on the left at the corner of 6th and Grant. Turn left onto William Penn Place, the entrance is on your left.

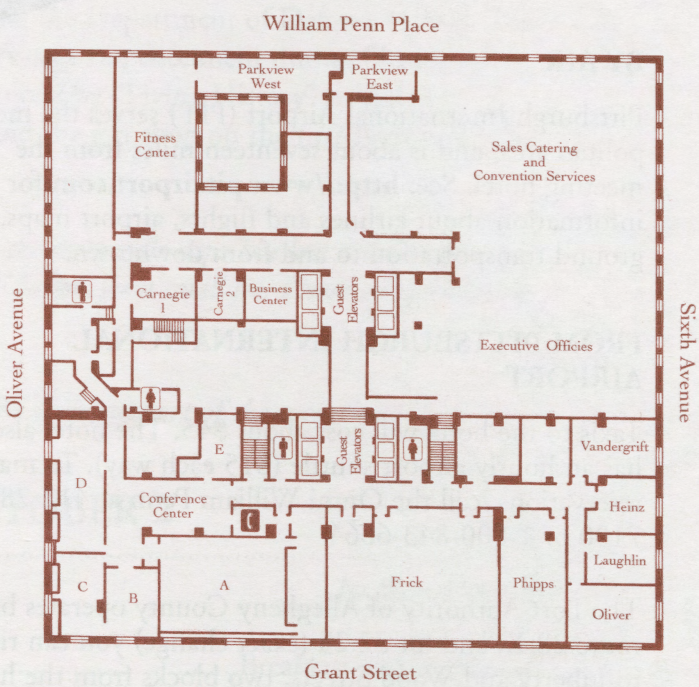
From points South and Route 70 from the West:
Take I-79 North from Washington, Pennsylvania to I-279 (about 22 miles) toward Pittsburgh. Go through Fort Pitt Tunnels and onto the Fort Pitt Bridge (what a view!). Take Liberty Avenue (straight ahead at end of bridge) to the fifth traffic light and turn right onto Sixth Avenue at the Wood Street Gallery (the triangle shaped building). Follow Sixth Avenue three blocks to William Penn Place and turn right, entrance will be on your left.

OMNI WILLIAM PENN FLOOR PLANS

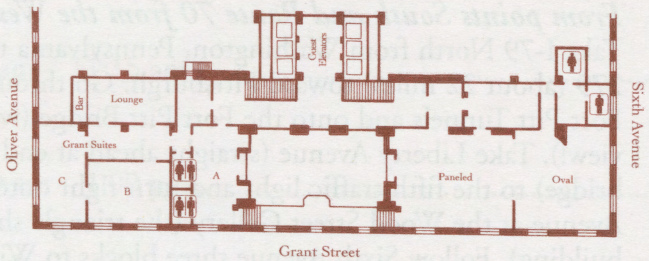
William Penn Level



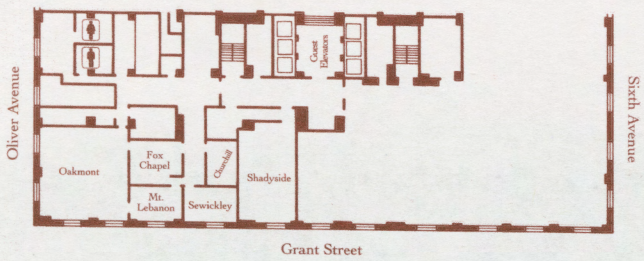
Conference Level



Mezzanine



First Floor



Seventeenth Floor

OMNI WILLIAM PENN HOTEL

MARAC FALL 2004

530 William Penn Place, Pittsburgh, PA 15219
Phone: 412-281-7100 or 1-800-843-6664 • FAX: 412-553-5252
http://www.omnihotels.com/hotels/default.asp?h_id=64

In making your reservations, the Omni William Penn requires that you either:

1) Enclose a check or money order covering the first night's stay.
2) Send the entire number of a major credit card and include the expiration date and your signature.
3) Telephone or fax the Omni William Penn directly at the above numbers, or mail form to the address provided.

Rates available: September 29 – October 2, 2004

1) Room rate: $128.00 per night, single or double room
2) Valet parking available to overnight guests: $24 per day, includes in & out privileges. Self parking available at the Mellon Square parking garage located across from the hotel: $14 per day, no in & out privileges.
3) Cutoff date for guaranteed availability: August 30, 2004
4) Check-in: 3:00 pm; Check-out: 12:00 noon

PLEASE FILL OUT THE INFORMATION BELOW AND MAIL OR FAX TO HOTEL.

Name (Print): _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ Email: _____

☐ Smoking ☐ Non-Smoking Please Reserve #_____ of Rooms for #_____ people

☐ King/Queen Bed ☐ 2 Double Beds Arrival Date: _____ Departure Date: _____

Name(s) of person(s) sharing accommodations: _____

☐ Check or Money Order enclosed Amount $ _____

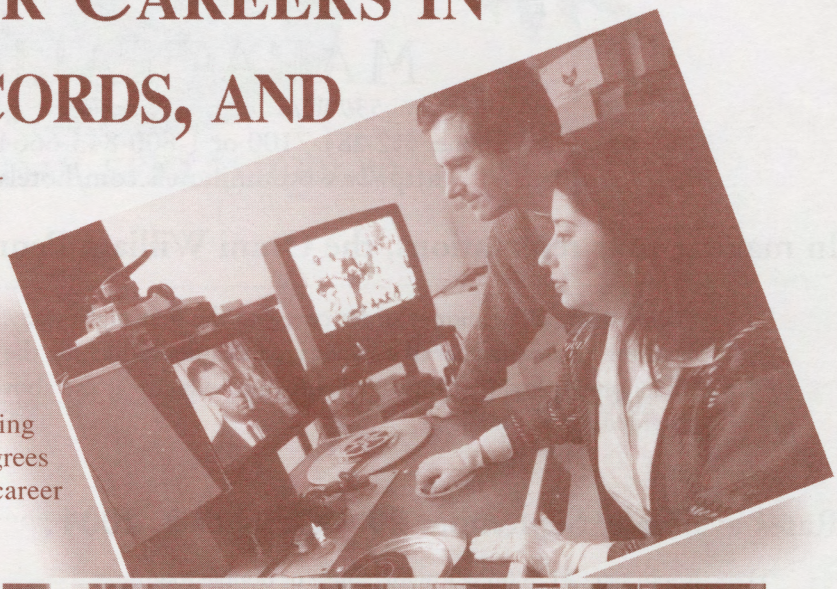
Credit Card # _____

Exp. Date: _____ Amount $ _____

I authorize Omni William Penn Hotel to charge my account for one night's deposit and all applicable taxes. Check out is 12:00 noon. Check in time is 3:00 pm. Allow 14 days for confirmation of reservations.

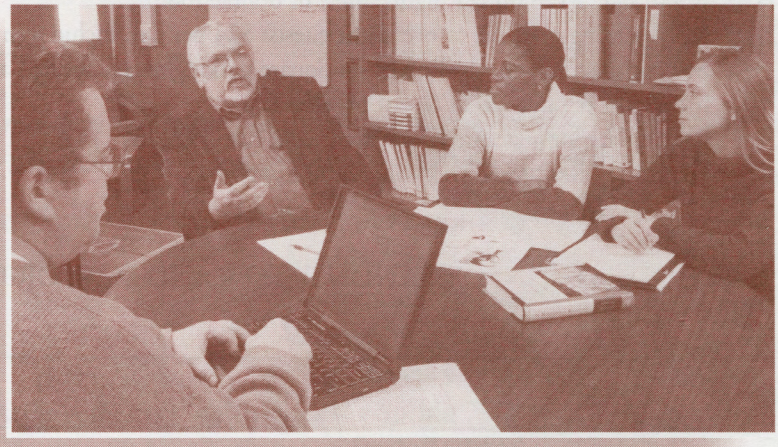
SIGNATURE _____ Date _____

Education for Careers in Archives, Records, and Preservation Management



The Archives, Records, and Preservation Management Specialization, one of the leading programs in the United States, offers two degrees and a certificate program designed to meet career goals:

- Master of Library and Information Science (MLIS)
- Doctor of Philosophy in Library and Information Science (PhD)
- Certificate of Advanced Study (for those with a master's degree)



Our students gain a thorough understanding of archival and records management theory, principles, and practices and become expert in records and recordkeeping systems; the evolution of new technologies, especially of recordkeeping; media preservation; and interdisciplinary research.

Richard Cox and Karen Gracy teach records and knowledge management, appraisal and retention scheduling, the organization and representation of records, reference and advocacy, preservation management, and the administration of special media formats such as sound and moving images systems. Course work focuses on the theoretical and practical bases of managing and making decisions concerning records in traditional and nontraditional settings that require archival and records management expertise. A wide range of local institutions serve as learning laboratories where our students gain mentored professional experience correlated with their course work.

Our graduates pursue challenging careers in government, higher education, corporations, and cultural organizations across the United States and Canada.

New students begin study in the fall term and competitive financial aid is available.

Please contact Professor Richard J. Cox, rcox@mail.sis.pitt.edu or 412-624-3245 for Archival Studies or Assistant Professor Karen F. Gracy, kgracy@mail.sis.pitt.edu or 412-624-7679 for Preservation Management.

School of Information Sciences

University of Pittsburgh

Registration
MARAC FALL 2004

Name (to appear on badge): _____

Institution: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Phone: _____ Fax: _____ Email: _____

MARAC Member? ❒ Yes ❒ No New Member? ❒ Yes ❒ No

Please list any special assistance required _____

Contact Debora Rougeux at pern@pitt.edu or 412-244-7069 with special assistance needs, or any questions.

Please note: no pre-arranged childcare is available.

REGISTRATION

Postmarked before September 1, 2004:	❒ MARAC/MAC member $65.00	❒ Non-member $100.00*
Postmarked September 1–13, 2004:	❒ MARAC/MAC member $75.00	❒ Non-member $110.00*
After September 13, register onsite:	❒ MARAC/MAC member $85.00	❒ Non-member $120.00*
Student rate (must include copy of valid ID)	❒ STUDENT. $35.00	

** The non-member fee entitles you to membership in MARAC through September 30, 2005.*

Please check one: ❒ YES, I would like to become a member of MARAC ❒ NO, I do not want to join MARAC at this time

WORKSHOPS

Please check the box for each workshop you plan to attend. Registrants will receive confirmation from MARAC Education Committee. No confirmation means you are not registered for a workshop.

❒	W1 Thursday	Introduction to Archival Processing.	#_____ @ $85.00/person	$_____
❒	W2 Thursday	A Copyright Primer	#_____ @ $85.00/person	$_____
❒	W3 Thursday	EAD at the Front End	#_____ @ $65.00/person	$_____
Registration fee, if attending workshops only: MARAC/MAC member @ $15.00; Non-member @ $20.00.				$_____

TOURS *Please check the box for each tour you plan to attend:*

❒	T1 Thursday	Iron Mountain	#_____ @ $10.00/person	$ _____
❒	T2 Thursday	Holy Pittsburgh	#_____ @ $20.00/person	$ _____
❒	T3 Thursday	Nationality Rooms/Heinz Chapel	#_____ @ $20.00/person	$ _____
❒	T4 Thursday	Andy Warhol Museum	#_____ @ $22.00/person	$ _____
❒	T5 Saturday	Cemeteries	#_____ @ $25.00/person	$ _____
❒	T6 Saturday	Clayton Mansion	#_____ @ $30.00/person	$ _____

Please help us plan meeting arrangements by checking the activities you plan to attend:

❒	Friday	**Continental Breakfast**.		FREE
❒	Friday	**Luncheon (*not included with registration*) — check entree choice:**		
		❒ Penne Pasta Primavera	#_____ @ $15.00/person	$ _____
		❒ Breast of Chicken Palermo	#_____ @ $15.00/person	$ _____
❒	Friday	**Reception at Soldiers & Sailors Hall (*included with registration*)**		FREE
		Guest Tickets	#_____ @ $25.00/person	$ _____
❒	Saturday	**Buffet Breakfast (*not included with registration*)**	#_____ @ $10.00/person	$ _____

Please circle the Program Sessions you plan to attend:

S1 S2 S3 S4 S5 S6 S7 S8 S9 S10 S11 S12 S13 S14 S15 S16 S17 S18 S19

PAYMENT INFORMATION

Total . . . . . $_____

Make check payable to MARAC, and mail with this form to MARAC, 8233 Old Courthouse Road, Suite 200, Vienna, VA 22182
Please note, MARAC cannot take purchase orders or credit card charges. Refunds for cancellations will not be made after September 13, 2004.

MARAC
8233 Old Courthouse Road
Suite 200
Vienna, Virginia 22182

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COVER IMAGE: Aluminum-on-wood printer's cut of 1795 Pittsburgh, from the Archives of the Episcopal Diocese of Pittsburgh. Additional images courtesy of the Historical Society of Western Pennsylvania, and the Archives Service Center, University of Pittsburgh. Images used with permission.